

MEMBER DEVELOPMENT PANEL

15 JANUARY 2004

Chair: * Councillor Ann Groves

Councillors: * Jean Lammiman * Omar (2)
* Miss Lyne

* Denotes Member present
(2) Denote category of Reserve Member

PART I - NIL**PART II - MINUTES**103. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Marie-Louise Nolan	Councillor Omar

104. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

105. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

106. **Minutes:**

RESOLVED: That the minutes of the meetings held on 23 July and 11 September 2003, having been circulated, be taken as read and signed as correct records.

107. **Matters Arising from the Minutes of the Meeting held on 11 September 2003:**

Learn Direct: (Minute 95): The Training and Development Manager reported that she had requested clarification on the charging for phone lines from the ICT Manager.

Members Intranet and Internet Training: (Minute 99): It was noted that the first session of the Intranet and Internet training, held on 7 January 2004, had proved useful for Members and was well received.

Special Educational Needs (SEN): (Minute 99): The Panel noted that Special Educational Needs had been moved from this year's programme to next year's programme, following consultation with Members.

RESOLVED: That the matters arising from the meeting held on 11 September 2003 be noted.

108. **Public Questions:**

RESOLVED: To note that no public questions were received.

109. **Petitions:**

RESOLVED: To note that no petitions were received.

110. **Deputations:**

RESOLVED: To note that no deputations were received.

111. **Revised Programme 2003-04:**

The Training and Development Manager informed the Panel that due to a number of clashes with re-arranged Council meetings, the Revised Programme would be subject to further change.

Housing Strategy

The Panel was informed that the Housing Strategy event, due to be held on 22 January 2004, had been moved to 28 January 2004. Members reported that they had yet to receive notification of this event from Housing Services.

Media Training

The Training and Development Manager noted that the Head of Communications had requested that the Media Training Session be postponed to the next municipal year. The Panel requested that all Members who had booked a place on the session be notified of this change.

I.T Skills Workshop

The Training and Development Manager noted that a number of Members had already booked a place onto the IT Skills Workshop due to be held on 2 March. It was further noted that the 5pm-6pm and 6pm-7pm time slots were already booked, although there remained available places from 1pm onwards.

Leadership Programme

Members also noted that the first session of the Leadership Programme, due to be held on 16 March, would have to be changed due to a clash with a Cabinet meeting. It was noted that four dates had been suggested to replace the original date. The Panel felt that all efforts should be made to find a date to replace the first session of the Leadership Programme before the second session took place. However, the Panel noted that finding a date to suit Members as well as the speaker would be difficult. It was agreed that once a date had been finalised a letter would be sent to all Members. The Chair suggested that another opportunity to undertake the training should be provided for Members who were unable to attend due to clashes with Council meetings.

Representing the Council on Outside Bodies

The Panel noted that due to a clash with the Lifelong Learning Scrutiny Sub-Committee on the 22 April 2004, the Representing the Council on Outside Bodies event had been rescheduled for 27 April at 7-9pm.

RESOLVED: That the Training and Development Manager circulate a revised calendar of events to all Members.

112. **Planning the 2004/05 Programme for Member Development:**

Members discussed the training and development needs of Cabinet Members. It was felt that Cabinet Members should be encouraged to inform the Panel of organisational priorities for their own training and development needs, although it was noted that there was currently no established procedure for this objective to be achieved.

The Chair queried whether the Executive Director (Organisational Development) or the Portfolio Holder for Finance, Human Resources and Performance Management would highlight the Member Development Budget at Cabinet meetings. In response, the Training and Development Manager advised that Cabinet would consider the Member Development Budget alongside all the other budgets. The Panel agreed that the issue of Cabinet Members' training and development needs be raised with the Portfolio Holder for Finance, Human Resources and Performance Management.

Human Resources Strategy 2004-05

A Member informed the Panel that there was no mention of Member Development in the Human Resources Strategy 2004-05. The Panel agreed that the strategy should include Member Development and that the draft strategy should be examined by the Panel, in order for Members to contribute to its development.

Evaluation of 2003/04 Programme

The Chair noted that strict deadlines needed to be applied to the responses from Members. The Panel agreed that the form should include details of whether a Member had been absent from a particular training event due to a clash with meetings. The Panel added that it would be useful for research purposes if the form allowed Members to indicate whether the meeting was a Council meeting or an Outside Body meeting.

Public Speaking

At the request of the Panel, the Training and Development Manager agreed to add a public speaking event onto the 2004/05 Member Development Programme.

Mentoring

The Panel discussed the Mentoring Schemes that had been run by the political groups. It was noted that they had achieved mixed results. The Panel expressed an interest in

seeing the response to the mentoring question in the questionnaire.

Member Development Questionnaire

The Panel discussed various options for improving the effectiveness of the questionnaire. It was suggested that the questionnaire should seek to emphasise the development aspect of Member Development as well as the training aspect. Members suggested a number of slogans for inclusion into the Evaluation form as well as quotes from Members who had completed training courses.

It was suggested that Members be required to undertake compulsory training in order to make them fully aware of their legal obligations as well as to establish and clarify how Members are expected to conduct themselves. The lack of any such compulsory training courses was identified as a possible gap in the 2004/05 programme.

RESOLVED: That (1) a draft copy of the 2004/05 programme be circulated to Members in advance of the next Member Development meeting on 21 April 2004;

(2) the issue of Cabinet Members' training and development needs be raised with the Portfolio Holder for Finance, Human Resources and Performance Management;

(3) the Human Resources Strategy include Member Development and the draft strategy be examined by the Panel.

113. Leadership Academy:

The Training and Development Manager informed the Panel of an external training course known as the Leadership Academy. The course, run by the IDeA, is specifically designed to cater for Members. The Training and Development Manager felt this was a programme worthy of consideration by the Panel. It was noted that the course involved a commitment for Members in terms of time and would place a substantial financial burden on the Member Development Budget (approximately £1,500.00 per Member).

The Training and Development Manager showed Members a promotional video from the IDeA outlining the benefits of the programme. The Chair thanked the Training and Development Manager for giving Members an opportunity to view the video. Members expressed concern that the video did not detail any of the specific skills acquired or developed during the programme. It was agreed that the Panel could not make an informed decision without taking a comprehensive look at the course programme and other similar courses.

RESOLVED: That the Training and Development Manager bring the Leadership Academy course programme to the next meeting of the Member Development Panel for further consideration.

(Note: The meeting having commenced at 6.13 pm, closed at 7.28 pm)

(Signed) COUNCILLOR ANN GROVES
Chair